



## The Planning Process

The purpose of this section is to lay the basic groundwork for the implementation of the *Ready to Learn/Ready Schools Initiative* for Indiana schools. This document was produced to assist schools in developing a plan to meet the objectives of the *Ready to Learn/Ready Schools Initiative*. These steps can easily be adapted to meet the specific needs of the local school and community.

The objectives of the Indiana *Ready to Learn/Ready Schools Initiative* are:

- To meet the needs of all age eligible children entering kindergarten.
- To smooth the transition into kindergarten for families and children.
- To increase family involvement in the educational process.
- To create amicable working connections between early childhood programs and the elementary school.
- To make families aware of the availability of programs and services within the community to aid all families in the area of education and health care.

To achieve these objectives a collaborative effort is necessary between various partners—

**schools, families, and communities.**

When the three work together, the result is a

**Child who is ready for school!**

There are five main steps in setting up a *Ready School*. They are:

### **Step 1: Establish a *Ready Schools* Team**

Discussion of issues related to *Ready Schools* requires the involvement of all key stakeholders, including: families, school personnel, providers of early care/education services, healthcare providers, and social service representatives.

### **Step 2: Assess the Situation**

Conduct a self assessment that focuses on the effectiveness of current practices in meeting the needs of all children entering school. Compiling and analyzing the data from the self assessment will give the team both a starting point for discussion and baseline data. The needs assessment should be based on the National Goals Panel *Ten Keys to Ready Schools*.

### **Step 3: Generate an Action Plan Based on the Assessment**

The process of examining results from the self-assessment and creating an action plan should involve all members of the *Ready Schools* team. Additional representatives from the school, community, and families might also be involved in this process.

### **Step 4: Implement Activities and Practices**

Implementation of the action plan will require participation by school and early childhood program personnel, families, and other community organizations. It is important to delineate responsibilities.

### **Step 5: Assess, Evaluate, and Revise**

Continuous assessment of the action plan and related activities will assist in making revisions that better meet the needs of all children and families.

